Feather River College

Student Employment Procedures

JOB POSTING

CONTACT: Human Resources (ext. 257 or hr@frc.edu)

- Jobs are posted through People Admin and can be accessed via the Human Resources Jobs page and here: https://frc.peopleadmin.com/

- To change the job status (OPEN, CLOSED) or to post an updated position description please contact Human Resources (hr@frc.edu).

STUDENT APPLICATIONS

CONTACT: Human Resources (ext. 257 or hr@frc.edu)

- Students seeking employment should visit the Student Employment website to view available positions.

- To apply, students will need to complete an online application for the position they are apply for at: https://frc.peopleadmin.com/login. Students who have not yet completed an online application will click "Create Account" the first time they access the system. Username and password are not set up to be their MyFRC/Network account credentials.

- Students will complete the Class Schedule Form as a part of the application process.

- Once a student completes the online application, it can be used to apply to open positions now and in the future. Students should be encouraged to keep their application profile updated so that the most current information is available to hiring supervisors.

- Hiring supervisors will access the posting through People Admin to view submitted applications. Contact Human Resources for help or with questions.

HIRING PROCESS

CONTACTS: Financial Aid (ext.296 or financialaid@frc.edu) and Human Resources (ext.257 or HR@frc.edu)

- Hiring supervisor reviews applications and determines which applicants to interview.

- Hiring supervisor communicates directly with candidates throughout the process to advise of their status in the selection process (i.e. scheduling of interviews, non-selection for interview, hiring selection, not selected, etc.).

- For certain positions, such as LAEP positions, there are additional requirements that students must meet as indicated in the job posting. Supervisors of LAEP positions must contact Financial Aid to make sure the student meets the requirements before selecting them for hire.

- 3 to 7 days before employment is expected to begin, the supervisor will fill out the top section of the Student Hire Form and email the form to both to the Financial Aid (FA) Office and Human Resources for review.

- The form must include:
    - Student Name (first and last)
    - Student ID Number from Banner
    - Address and Phone Number
    - Department, Supervisor, and Position Title
    - Desired dates of employment (please plan ahead, at least 3 – 7 days)
    - **Total hours** for employment period (please review your allocation to ensure that you do not exceed your allocated amount)

- The FA office will verify that the supervisor has sufficient hours in their allocation for the year, that the student is in good academic standing, and determine if the student qualifies for program funding such as FWS or EOPS and assign the correct budget code. FA will forward the hire form to HR.

- Supervisors need to direct students to the HR Office to complete all employment paperwork and pick up a copy of the student employment handbook. Once the student has completed all paperwork, the form will be forwarded to the supervisor and the student for their signatures through Adobe Sign. Upon return, HR will determine the approved start date and sign the Hiring Form. Upon completion, all parties and payroll will be sent an email with a copy of the completed form. Students in LAEP positions will also need to sign the LAEP Employment Agreement. Supervisors will need to notify HR if the student needs to complete the Network Use Agreement.

- **NOTE:** The approved start date (noted on the top of the hire form) will reflect the date that all paperwork and candidate/supervisor signatures were received.

  *****If a student employee begins working prior to the approved start date, their time will be considered voluntary and unpaid.**

STUDENT EMPLOYMENT TRAINING

- Several training modules are available for students through Keenan. All student employees hired for 20 or more hours will be assigned mandatory training on Student Employment Learning Outcomes. Students are expected to complete this training within their first month of hire. The Program Staff Specialist in the Advising/Counseling Office will check the spreadsheet at the beginning of the week to identify employees hired in the previous week and assign the appropriate Keenan training modules.

- Students will receive an automated reminder through Keenan until the assigned training is complete.

- Employment may be terminated if the student does not complete the mandatory training.

TIMESHEET PROCESS

CONTACT: Payroll Officer (ext.230 or slindsey@frc.edu)

- Once a student has received his/her approved start date from Human Resources, hours worked from that day forward will be logged on a Student Time Sheet. Fillable timesheets are located on the Student Employment website.
  - Timesheets are to be completed on a *monthly* basis.
  - Students may only put one job assignment on their timesheet (use multiple timesheets if needed for multiple jobs).
  - All fields must be completed on the timesheet.
  - Hours are to be calculated to the quarter-hour.
  - Timesheets must be signed by the student and supervisor.
  - Overtime rates will apply to any student working over 8 hours in a day, or if a student works 7 consecutive days. Overtime must be preapproved.
  - Students are eligible for 24 hours of sick leave per year. Eligibility begins following 90 days from the approved start date. Sick leave hours should be used if the employee is ill and not able to make a scheduled workday. Hours must be documented on the timesheet and approved by the supervisor.
  - At the end of each month students are to submit their monthly timesheet to their supervisor for verification of hours worked and for their supervisor's signature. Supervisors should discuss any errors with the employee and have him/her correct the error prior to signing and submitting the timesheet to Payroll. If the employee refuses to amend the timesheet or the employee is unavailable to make the change, and the timesheet must be submitted to Payroll, make the change on the timesheet; initial the change, sign the timesheet and give the employee his/her copy. Hours should be verified, calculated, and approved prior to submitting to payroll.

RECONCILIATION PROCESS

CONTACT: Administrative Assistant, Student Services (ext. 317 or kdrybread@frc.edu)

- Each month, the supervisor should record the month's hours on his/her worksheet and then calculate how many more hours each student has to work for the academic year.
  It is imperative that the supervisor keep track of how many hours each student has worked to avoid working more hours than allocated. The supervisor is the only person who can prevent students from working too many hours.

- Each month, after student payroll has run, the prior month's hours will be posted to the Student Employment Records. Monthly reports will be generated for each department that received an allocation for the year and sent to the department/supervisor as well as the appropriate Administrator for their information.

STUDENT EMPLOYMENT CHANGES

CONTACTS: Administrative Assistant, Student Services (ext. 317 or kdrybread@frc.edu); Financial Aid (ext. 296 or financialaid@frc.edu); Human Resources (hr@frc.edu)

- If a student or the supervisor has terminated a student's employment, whether the student worked any or all of the allocated hours, an email needs to be sent to FA and HR (hr@frc.edu) immediately that includes the last day the student worked. The student's employment record will be marked as terminated and any unused allocated hours will be made available again for the department.

- If the student has worked all of the hours allocated to them, they CANNOT work additional hours until the additional allocation is approved. The supervisor should send an email to HR and the Administrative Assistant to Student Services requesting the additional hours. They will determine if additional hours are available for that student and if so, send a revised Student Hire Form indicating the additional hours are approved.

  *****If your student employee continues to work prior to the allocation of additional hours, their time will be considered voluntary and unpaid.**

OTHER STUDENT EMPLOYMENT INFORMATION

- International students seeking student employment will need to contact the **Administrative Assistant for Student Services (ext. 317 or kdrybread@frc.edu) to request a letter to send to Social Security**

- The Program Staff Specialist in the Counseling and Advising Office can help students complete an application and check their application status.